

# SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

No. 8-64

24 April 1964

TO: Agency Training Officers

## SUMMER INSTITUTE IN EXECUTIVE DEVELOPMENT FOR FEDERAL ADMINISTRATORS

The Summer Institute in Executive Development for Federal Administrators is conducted by the University of Wisconsin's Center for Advanced Study in Organization Science. Its basic assumption is that the administrator benefits by increasing his objective understanding of the nature of modern, complex, managed organization. It emphasizes serious, advanced study and stresses the relevance of modern organization theory and research to practical problems of the administrator.

The Summer Institute is a six-week block of integrated study, permitting enrollments in units of two, four, or six weeks. However, it is highly uncommon for one person to attend all six-weeks in one summer session. The core of each unit is a 30-hour morning seminar, and there are special two- or three-day afternoon Support Sessions. Active informal exchange between participants is encouraged. Intensive pre-attendance study of seminar reading materials is required.

Agency candidates for this program will be selected by the CIA Training Selection Board. Nominees must be in grades 13 to 18. Their names, together with a Form 136 (Request for External Training) and a biographic profile, should be sent through Senior Training Officers to the OTR Registrar Staff no later than 8 May. Requests should indicate a first and a second preference between the two-week units. Completion of the Agency's internal management course is usually a prerequisite for selection.

Schedule:    Unit I        5-17 July  
                 Unit II      19-31 July  
                 Unit III     2-14 August

C-O-N-F-I-D-E-N-T-I-A-L

GROUP 1  
Excluded from automatic  
downgrading and  
declassification